

## BY LAWS

### ARTICLE I NAME

The name of this organization shall be Des Moines County Retired School Personnel Association.

### ARTICLE II PURPOSE

The purpose of this organization shall be the promotion of educational, social and economic welfare of its members.

### ARTICLE III MEMBERSHIP

Any retired employee of the nation's school system shall be eligible for membership.

### ARTICLE IV DUES

Annual dues shall be payable by July 1<sup>st</sup>. State dues are to be paid by July 15 to the state treasurer.

### ARTICLE V

#### Section I Officers

Elected officers of this association shall be president, president elect, recording secretary, corresponding secretary, and treasurer.

#### A. Duties of the President

1. Preside at all general meetings and executive board meetings.
2. Appoint all standing and special committees.
3. Call special meetings when necessary.
4. Authorize all checks drawn in the name of the association.
5. Perform other duties that are the usual obligation of the president.

#### B. Duties of the President-Elect

1. Preside at all meetings in the absence or disability of the president.
2. Perform other duties as requested by the president.
3. Serve as program chairperson.
4. Attend executive board meetings.
5. Become president during the second year of term.

#### C. Duties of Recording Secretary

1. Keep minutes of all meetings.
2. Other duties as needed.

#### D. Duties of the Corresponding Secretary

1. Carry on all necessary correspondence in the name of the unit.
2. Perform all duties pertinent to the unit such as sending invitations and thank you notes.
3. Provide notice of meetings to newspapers and radio.
4. Perform such duties as requested by the president.

#### E. Duties of the Treasurer

1. Receive and keep a record of all monies paid into the association.
2. Pay all bills authorized by the president.
3. Work closely with the membership chair.
4. Serve on the budget committee.
5. Present books for annual audit in June.
6. Forward dues to IRSPA treasurer.

## ARTICLE VI EXECUTIVE BOARD

### Section I Meetings

- A. The executive board shall consist of all officers of the unit, chair of standing committees, and the immediate past president.
- B. A simple majority shall constitute a quorum.

### Section II Duties

- A. Transact all business that may arise between meetings.
- B. Fill vacancies.
- C. Obtain qualified delegates and alternates to state district meetings.

## ARTICLE VII MEETINGS

Meetings of the unit shall be held the first Monday of each month from September through May with the exception of January.  
Twenty-five percent of the active members shall constitute a quorum at a regular meeting.

## ARTICLE VIII

Parliamentary Procedure shall be Robert's Rules of Order.

## ARTICLE IX AMENDMENTS

By laws that have been adopted may be amended at any regular or special called meeting by a vote of the majority of the active members present.

## ARTICLE X COMMITTEES

### Section I

There shall be the following standing committees:

- |                                      |                    |
|--------------------------------------|--------------------|
| A. Auditing                          | H. Memorial        |
| B. Budget                            | I. Music           |
| C. Courtesy                          | J. Nominating      |
| D. Health Services/Community Affairs | K. Parliamentarian |
| E. Historian                         | L. Program/Social  |
| F. Legislative                       | M. Scholarship     |
| G. Membership                        | N. Telephone       |

### Section II Additional Committees

There shall be additional committees as shall be considered necessary to carry on the work of the unit.

### Section III Chairs of Committee

The chair shall be appointed by the president.

## ARTICLE XI

These bylaws shall become effective immediately upon adoption.

Adopted 1966. Amended 1972,1978,1983,1997, 2005